



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE : **OCTOBER 23, 2013**

FROM : **HUMAN RESOURCE OFFICE, USAID ETHIOPIA**

SUBJECT : **JOB/VACANCY ANNOUNCEMENT NO. 14/13**

TO : **ALL QUALIFIED APPLICANTS**

TITLE OF POSITION : **CHAUFFEUR- FSN 03**

LOCATION OF WORK : **U.S. EMBASSY, ENTOTO ROAD**

HOURS : **FULL TIME 48 HOURS PER WEEK**

FINAL FILING DATE : **NOVEMBER 6, 2013**

SALARY: FSN-03 (USD 3,512 to USD 6,320 per annum) depending on the candidate's earning history, qualifications and experience. This position may initially be filled at a trainee level, which is equivalent to FSN-02 (USD 2,266 to USD 4,078).

MAJOR DUTIES AND RESPONSIBILITIES: This incumbent will be a part of the USAID Office of U.S. Foreign Disaster Assistance team at the U.S. Mission and will be tasked directly by the Senior Humanitarian Advisor in that office. The incumbent will also be subject to the technical guidance of and be subject to the same operating rules and regulations as all drivers at the U.S. Mission and will participate in briefings, trainings, and other required sessions.

The incumbent is responsible for operating one of the OFDA motor vehicles to transport passengers or cargo as assigned; keeping the assigned vehicle clean and in good operating condition and performing minor maintenance when necessary; regularly inspecting the assigned vehicle and notifying the of any defects; maintaining the daily vehicle log by legibly recording in English all trip times, purposes, mileage, and destinations; meeting and assisting visitors on arrival and departure; operating the assigned motor vehicle on field trips; ensuring the safety of the assigned vehicle while it is outside/inside of the Mission's compound.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following qualifications:

EDUCATION: Completion of secondary school is required.

EXPERIENCE: Three years of passenger and cargo vehicle driving, using both manual and automatic gear shifts is required. Experience in driving in rough field conditions highly desirable. Knowledge of operating radios/satellite phones in field conditions is a plus.

LANGUAGE: Level III (good working knowledge) of English is required.

KNOWLEDGE, SKILLS, AND ABILITIES: An excellent knowledge of Addis Ababa roads is required, including awareness of main and alternative routes to all Government offices, diplomatic offices, UN offices, and the offices of non-governmental organizations; a good working knowledge of Addis Ababa landmarks and Ethiopian history; some defensive driving skills; an automobile mechanic background; possession of grade III and above Ethiopian driver's license and ability to deal with high level officials in a relaxed, competent, and professional manner. Interest and willingness to undertake rigorous field travel on a regular basis. Good knowledge of Ethiopia regions and road systems is a plus.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form {Universal Application for Employment (DS-174) ;} to USAID/Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the Hiring Office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET http://ethiopia.usembassy.gov/job_opportunities.html. FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

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